

**Boynton Middle School**  
**Student Handbook 2018-2019**

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## Welcome To Boynton Middle School!

We are glad you are part of our community!

**School Start Time: 9:00 (Classes)**

**School End Time: 3:25(D dismissal)**

### Who is in the Main Office?

**Principal:** Jeff Tomasik ([jtomasik@icsd.k12.ny.us](mailto:jtomasik@icsd.k12.ny.us))

**Associate Principal:** Lauren Wright ([lauren.wright@icsd.k12.ny.us](mailto:lauren.wright@icsd.k12.ny.us))

**Student Affairs:** John Baker ([jbaker02@icsd.k12.ny.us](mailto:jbaker02@icsd.k12.ny.us))

#### **Main Office Secretary Staff:**

Debrah Tudi ([dtudi@icsd.k12.ny.us](mailto:dtudi@icsd.k12.ny.us))

Sherrhonda Daniels ([Sherrhonda.Daniels@icsd.k12.ny.us](mailto:Sherrhonda.Daniels@icsd.k12.ny.us))

Main Office number: (607) 274-2241 and (607) 274-2242

### Equal Access for All Families

We at Boynton Middle School believe that *every family* needs to be welcomed and involved in the school community. **Money should *not* be a factor** when it comes to participation in school-related events. If you find that cost stops your child or family from participating in an event, please call the school at 274-2241 ext. 1 and we'll work together to get you to the event. We share our pride with you in *our* school and want everyone to be involved; we look forward to seeing you throughout the year.

Principal, Jeff Tomasik

Associate Principal, Lauren Wright

## **Electronic Devices/Cell Phones**

When a student brings a cell phone to school, it can create a significant distraction to the learning process. We recommend students leave cell phones at home. If students bring their own device to school, they are agreeing to follow our school policy.

8:30-8:59: You can use your personal device if you are in the cafeteria. We ask that you leave one ear clear of headphone/ear bud so you can still hear announcements or in the event of an emergency.

9:00-3:25: All electronic devices, music players, headphones/ear buds, cell phones, cameras, etc...need to be shut off and put away. They cannot be visible during the school day.

If a student has their electronic device (including earbuds/headphones) out during the day, the school has the right to hold the device. Your device can be held until the end of the school day in the office. If you repeatedly misuse your device, the administration reserves the right to keep the device for longer than a day, ask your family to come pick up the device, and also contact the parent/guardian to keep the device home for a period of time.

### **Contacting Parents by Phone**

If students need to call a parent/guardian during the school day you must use a school phone located in the main office or student services office.

Students should tell their parents/guardians to call the main office if they need to get a message to you because students cannot use your phone during the day.

### **Video Taping**

Students are not allowed to use cameras or videotaping devices in school unless it is for an assignment. Taking photos or videos of students is NOT allowed unless it is under teacher supervision for an education assignment.

## Attendance

If you are going to be absent from school please have your parent/guardian call 274-2230 to leave a message telling us the day(s) you will be out of school.

When you return to school, you must bring a note signed by your parent/guardian to main office. Or, your parent/guardian can email our attendance secretary, Sherrhonda Daniels ([Sherrhonda.Daniels@icsd.k12.ny.us](mailto:Sherrhonda.Daniels@icsd.k12.ny.us)). The note needs to explain the reason for the absence(s). Absences cannot be excused without written notification.

If you are absent, use your Chromebook to get your assignments. If you do not have internet service and are absent for illness or family emergency for **two or more days**, your parent/guardian can call Student Services at 274-2225 for homework and arrange a pick up time. Calls must be made **before 9:30 a.m.**

## School Closing

For school cancellations and/or 2 hour delays, listen to your local radio station, or log onto our website at [www.ithacacityschools.org](http://www.ithacacityschools.org) for information. Emergency early closings will be announced on local radio stations, as well as the district website. Only a parent/guardian and emergency contacts listed in our school records/database can come to main office and sign a child/student out of school.

## Visitors Policy

All visitors to the school are required to sign in at the main office and wear a visitor's badge. Teachers are happy to meet with families but meetings must be set up ahead of time. There are no exceptions. For safety reasons, visitors are not allowed to go directly to classrooms, the cafeteria, or anywhere else in the building under any circumstances.

### **Cost for Breakfast and Lunches**

**Breakfast:** \$1.80

**Lunch:** \$2.90

### **Reduced Lunch /Breakfast:**

**Breakfast** \$ .25

**Lunch** \$.25

### **Anti - Bullying Efforts at Boynton**

Boynton is committed to providing each and every student with a safe and bully free environment. Bullying of any form, including verbal harassment, physical harassment, name-calling, or cyber-bullying) is not tolerated. Every Boynton student receives anti-bullying education through our Second Step Social Emotional curriculum. Students should report any instances of bullying to a teacher and use our student concern/DASA forms, which are available in the guidance office and the main office.

### **Boynton Values: Respect, Responsibility, Safety**

Boynton Middle School frames its expectations for students around 3 core values - **Respect, Responsibility, and Safety**. When students act in a respectful, responsible, and safe manner; everyone benefits and everyone is able to achieve their potential. Students and families are encouraged to review the expectations on the next page of this handbook together.

<b><u>Be Respectful</u></b>	<b><u>Classroom</u></b>	<b><u>Halls</u></b>	<b><u>Cafeteria</u></b>	<b><u>Library</u></b>	<b><u>Bus</u></b>
-Bias-free language is a sign of respect for others.	-Support everyone's efforts -Listen quietly when others are talking -Use appropriate language	-Use indoor voices -Respond to adults in a positive manner	-Use indoor voices -Respect other people's food and property	-Use indoor voices -No hats, hoods, or jackets -Do not cut through the library or use the emergency exit doors -Stay in your chosen seat until bell rings	-Use indoor voices -Respond to the driver and bus monitor in a positive manner
<b><u>Be Responsible</u></b> -Being responsible is owning your actions, good or bad; and making amends for bad choices. -A responsible student will be an ally against bullying.	-Be on time -Be prepared -Give your best effort -Clean up -Cell phones/headphones away.	-Go directly to your destination -Cell phones and headphones not visible	-Clean up after yourself -Recycle and compost -Return chairs to 4/6 -Cell phones and headphones not visible	-Come to library with a pass -Have a learning purpose for your library time -Clean up -Return materials and furniture to their proper place -Cell phone/headphone away.	-Report concerns to your driver -Leave your space like you found it
<b><u>Be Safe</u></b> -Keeping hands to yourself promotes safety and respect. -Walking throughout the school keeps you and others safe.	-Use equipment and materials appropriately -Be aware of health and safety needs of others -Keep your hands and feet to yourself -No bullying	-Walk, don't run -Stay to the right -Keep your hands and feet to yourself -No bullying	-Stay seated while eating -No bullying	-Sit one person to a chair/beanbag -No food or drink in the library. -No bullying	-Stay seated while bus is moving -Keep feet out of aisle -No bullying

**Boynton Expectations**

## **Student Services**

**Counseling Staff:** Karen Anagnost (Student Last Name: A-K)  
(kanagnos@icsd.k12.ny.us)  
Michelle Snipes (Student Last Name: L-Z)  
(MSnipes@icsd.k12.ny.us)  
Secretary: Phillis Molock (Phone: 274-2225)  
(pmolock@icsd.k12.ny.us)

Counseling Office can help you with the following:

- Academic Counseling;
- Setting up Parent/Caregiver/Teacher Conferences;
- Academic Progress Reports and Report Cards;
- Request for school work if a student is home sick for two or more days;
- Request mediation if you are having a problem with a friend or another student;
- Moving to another district

### **Non-Academic Student Support**

School Social Worker: Cathy Gee  
School Psychologist: TBD

If you think you need to speak with someone about a problem/concern affecting school, see Phillis Molock, the student services secretary, and she will make an appointment for you to talk with your counselor.

### **Conflict Mediation**

One of our primary missions is to provide a school campus that is free from disputes or other disruptive actions that might disturb the learning environment. One avenue for students who find themselves in conflict is to complete a **Student Concern Form**, found in the Student Services and Main Office. The form is used as a basis to encourage students to responsibly bring the conflict to an end, often times resulting in mediation between conflicting students. Mediations between students are conducted by Boynton Administrators or Counselors.

## **School Nurse**

Christine Monacelli is our School Nurse. She can be reached at 274-2233, or fax 607-274-2357.

New York State requires all 7<sup>th</sup> graders must have a physical exam. Physicals must have been completed within a year from the first day of school. Please forward a copy of your child's physical to the school nurse. If your child needs a physical please call you child's health care provider to make an appointment.

Sport forms may be turned in to the school nurse one month prior to the sport season and no later than one week after the first day or practice. In order to be cleared for practice, please submit all documentation as soon as possible. Call the athletic office at 274-2155 for details about sports.

**PLEASE REMEMBER TO INCLUDE MEDICATIONS YOUR CHILD NEEDS ON FIELD TRIP FORMS.** If your child needs a medication they are not currently taking in school, please provide a medication order from your child's health care provider with your signature.



## **Boynton Middle School Library Circulation Policy**

### **Books**

🎬 Students may check out three books at a time for a two-week period. When you check out a book, you are responsible for returning it in good condition. Therefore, you must replace or pay for lost or damaged books. Keep track of your library books! The accountability for the books you check out is yours and yours alone!

🎬 A card with the due date is placed in the back pocket of each book. Students must return or renew their books by that date. We will be generous with renewals -- bring the book in and we will renew it as often as you want (popular titles with numerous holds on them being the exception).

🎬 No additional books will be checked out to a student with overdues!

🎬 If a student loses a book, he or she should come to the library and discuss it with the teacher-librarian or library clerk. We will work with that student to help find or replace it.

🎬 If a student wants to read a book from the Boynton library that is already checked out, the library staff can place a hold on it for him or her.

🎬 If a student wants to read a book that the Boynton library does not own, he or she can request the book through inter-library loan (ILL) for a two-week period. This service is only available to students who have proven their ability to return books in a timely manner.

🎬 We will assume that books not returned at the end of the school year are lost. A bill will go home asking for the replacement cost of the book.

### **Magazines**

🎬 Students may peruse the magazines while visiting the library OR check one out for one week. In order to provide students with the most current issues of the magazines as often as possible, each student may check out only one magazine at a time.

### **Reference Books**

🎬 Reference books do not circulate. They may only be used in the library.

## **School Bus Safety Rules**

Ithaca school bus drivers and attendants care about your safety! Your mature and responsible bus behavior helps us protect all students on your bus.

- 1. RESPECT YOUR DRIVER AND ATTENDANT*
- 2. RESPECT OTHER STUDENTS*
- 3. RESPECT YOUR OWN SAFETY*
- 4. RESPECT SCHOOL PROPERTY*

If anyone makes you feel threatened, bullied, or unsafe on the bus or at the bus stop, or if you know another student is being threatened or harassed, always tell your driver, attendant, parent/guardian, or another adult as soon as possible.

Important: Riding the bus is a privilege. We know that most students take pleasure in riding the school bus and travel daily without difficulties. However, there are times when we receive reports of students violating the code of conduct; ex: bullying on the bus, eating/drinking on the bus, etc. If we receive reports of a student(s) being disrespectful and in violation of code of conduct rules we can remove the student from the bus for several days and/or the remainder school year.

### **Bus Pass**

Special Permission to ride a school bus to a friend's house or destination other than your home:

You must bring in a note from a parent/guardian giving you permission to ride a bus that you are not assigned to. For example: to a friend's house, to the YMCA or to meet a parent/guardian at a different location other than home.

## **Staying after school**

All students who remain in school after dismissal need to be with a supervising teacher. Students cannot remain in the building without supervision. Student can stay after school if they are a part of an afterschool club or a staff person has agreed to supervise you until a parent/guardian pick up or the supervising adult gives you a pass to ride the late bus.

If you wish to attend an afterschool sporting event at Boynton you cannot remain unsupervised between dismissal and time the sporting event starts. You must leave the building unless supervised by a staff member.

## **After School Bus**

The sports bus leaves Boynton to go to Dewitt at dismissal time for students involved in sports at Dewitt. Only students participating in a sport can ride the bus to Dewitt.

Late busses leave Boynton at 4:40 on Monday through Thursday. After school programs will provide late buses that will create routes to take all students needing transportation home. You will need a pass from afterschool teacher in order to ride the bus.

## **Lockers**

You will have access to two lockers to use during the school day.

### **Hallway lockers**

All students will be assigned a locker in the hallway. These lockers have built in combination locks so students do not need to purchase a lock for these specific lockers. Students are NOT allowed to share lockers and/or combinations with any other students. If a student is having an issue with a locker, they can see Phillis Molock in the student services office.

### **Gym lockers**

These lockers are located in the gym locker room and can be used (optional) to hold your belongings during Physical Ed. Class. You must provide your own lock for these lockers.

\*The school cannot take financial responsibility for items stolen from lockers. Do not share your locker combination with anyone.

## **Chromebooks**

All students will be issued a Dell Chromebook at the beginning of the school year.

Please refer to the district policy on Chromebooks issued to students. The policy can be found on the district web site. Please review the Student/Parent handbook portion to know your rights and responsibilities regarding Chromebook use.

<http://www.ithacacityschools.org/index.cfm/icsd/Menu/gafe.htm>

Some important information about Chromebooks:

- Students are responsible for bringing their assigned Chromebooks to school each day. The device should be fully charged before being brought to school.
- Students are responsible for securing their Chromebook throughout the school day.
- Students will not be responsible for normal wear or tear of their Chromebook but will be responsible for careless or reckless behavior involving their Chromebook.

## **Athletics**

Seventh and eighth grade students are eligible to participate in modified and junior varsity teams. See District Website or contact Athletic Office (274-2155) for information regarding sports.

## Clubs

Varieties of activities are available throughout the school year and meet either before school or after school. All after school clubs meet from 3:30 – 4:30 p.m. Students may ride the late bus home at 4:40 p.m. on Mondays, Tuesdays, Wednesdays, and Thursdays.

These activities may change from year to year depending on interest, and we try to get these clubs in motion by the **end of September**:

School Yearbook	National Junior Honor Society
Enfield Outings Club	Boynton Variety Show
Solar Sprint Club	Drama Productions
Ski Club	Musical
Science Olympiad	Math Club
Coding Club	Green Team

## Boynton Dances

School dances are in our school cafeteria. Dance times are from 6:30 to 8:30 p.m. You should arrange to be picked up promptly at 8:30 p.m. Any student remaining beyond 8:45 p.m. will not be allowed to attend the next dance.

Sixth graders may attend dances from October through May.

Parents/guardians are welcome to attend the dance as a chaperone. Tickets cost \$5 per student.

Students will not be allowed to attend the dance if:

- They skip classes
- Receive an out of school suspension prior to the dance
- Have frequent tardies to school or classes
- They did not attend school the day of the dance (unless it is for a school related function)
- They have frequent code of conduct violations.

## **Dress Code**

All students are expected to dress appropriately for school and school functions in clothes that promote a safe learning environment. Clothing that creates a disruptive environment or causes a health or safety hazard are neither appropriate nor acceptable at school. Students and their parents/caregivers have the primary responsibility for acceptable student dress and appearance. Administration has the authority to require a student to change their attire should it be deemed inappropriate according to the following guidelines:

Students may not wear clothing or accessories that:

- Bear an expression or insignia that is obscene, lewd, vulgar or libelous, promotes alcohol or drug use, or which advocates unlawful violence or prejudice;
- Are extremely brief or otherwise revealing to the point where the educational process is disrupted.
- Obscure or hide the face (e.g. sunglasses, masks, scarf etc.)
- Does not fit appropriately such that it may cause injury;
- Disrupts the educational process.

## **Code of Conduct**

Boynton Middle School follows the Ithaca City School District's Code of Conduct, which outlines in detail student expectations for behavior and conduct. Please refer to the district website at [www.ithacacityschools.org](http://www.ithacacityschools.org) to access the code of conduct in its entirety.

### **Every Day is Earth Day at Boynton!**

Every day, students and staff at Boynton have the opportunity to contribute to a sustainable future! As part of a district-wide effort, we recycle and compost much of our waste so that it becomes a resource rather than trash. For those of you who pack your lunch, reusable containers help to reduce trash. Everyone is encouraged to bring a water bottle that can be filled at school and reused.\* Thank you for your support of growing practices at school that offer possibilities for learning and help to create a sustainable environment. Students, staff, and family members are welcome to join our Boynton Green Team. Contact Cindy Kramer for more information or to offer suggestions. ([ckramer@icsd.k12.ny.us](mailto:ckramer@icsd.k12.ny.us))

***Have the best school year!!***